



**COMMUNITY DEVELOPMENT COMMISSION  
of the County of Los Angeles**

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**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

December 5, 2006

Honorable Board of Commissioners  
Community Development Commission of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**APPROVE THE PURCHASE OF CISCO SWITCHING EQUIPMENT UTILIZING AN  
ESTABLISHED COUNTY PURCHASE AGREEMENT (ALL DISTRICTS)  
(3 Vote)**

**CIO RECOMMENDATION: (X) APPROVE  
( ) APPROVE WITH MODIFICATION ( ) DISAPPROVE**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the purchase and installation of new switching equipment, to upgrade the Commission's electronic communications network, is not subject to the California Environmental Quality Act (CEQA), because the proposed activity will not have the potential for causing a significant effect on the environment.
2. Approve and authorize the Executive Director to execute a purchase order with Sarcom, Inc., a vendor qualified by the County's Purchasing Agent, and authorize the Executive Director to use for this purpose \$134,444.14 included in the Commission's approved Fiscal Year 2006-2007 budget.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to replace the current switching equipment, which has become overburdened by expanded use of networking applications.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The purchase will be funded with \$134,444.14 included in the Commission's approved Fiscal Year 2006-2007 budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

Applications such as high speed document scanning have caused the Commission to outgrow its Wide Area Network and Local Area Network. The new switching equipment will allow data to move more quickly along the network, allowing employees to more efficiently perform daily activities from their desktop computers.

Cisco Systems, Inc. is one of the major manufacturers of networking hardware, and is widely used in the County's existing communications infrastructure. The company has confirmed that the proposed upgrade will provide increased bandwidth, improve scanning transmission speeds, and reduce the network latency that staff currently experiences.

The new switch will cost \$134,444.14 and will be covered by Cisco Systems Inc.'s maintenance program. Qualified vendors of the needed equipment provided by the County's Internal Services Division were contacted to provide quotes. Since Sarcom, Inc. provided the lowest quote and maintains a cooperative agreement, the Commission will utilize the terms and conditions of the County's existing agreement with Sarcom to purchase the networking equipment.

**ENVIRONMENTAL DOCUMENTATION:**

The proposed purchase and installation of new switching equipment is exempt from the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it involves activities that will not have a physical impact or result in any physical changes to the environment. The activities are also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

**CONTRACTING PROCESS:**

The Commission will utilize County Agreement No.42793 with Sarcom, Inc. to purchase the networking equipment.

**IMPACT ON CURRENT SERVICES:**

The new switching equipment is necessary to make the Commission's information technology network infrastructure fully operational.

Respectfully submitted,

*Bobette A. Glover*  
for CARLOS JACKSON  
Executive Director

Reviewed by:

*Jon Fullinwider*  
JON FULLINWIDER  
Chief Information Officer  
COUNTY OF LOS ANGELES

Attachment: 1

# CIO ANALYSIS

## PURCHASE OF CISCO SWITCH FOR THE COMMUNITY DEVELOPMENT COMMISSION (ALL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION:

☒ APPROVE  
☐ DISAPPROVE

☐ APPROVE WITH MODIFICATION

Contract Type:

☐ New Contract  
☐ Sole Source Contract

☐ Contract Amendment  
☒ Hardware Acquisition

☐ Contract Extension  
☐ Other

New/Revised Contract Term:

Base Term: 1 Yrs

# of Option Yrs: 0

Contract Components:

☐ Software  
☐ Professional Services

☒ Hardware

☐ Telecommunications

Project Executive Sponsor: Carlos Jackson, Director, CDC

Budget Information :

Y-T-D Contract Expenditures	\$0
Requested Contract Amount	\$134,444.14
Aggregate Contract Amount	\$134,444.14

Project Background:

Yes	No	Question
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project legislatively mandated?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project sub vented?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved?

Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan? The personal computer project supports the County's Strategic Plan Goal 3: Organizational Effectiveness.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT and security Standards?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Has data for this contract and/or project been entered into the Information Technology Tracking System (ITTS)? A one time hardware purchase does not require tracking via ITTS.

**Project/Contract Description:**

The Community Development Commission (Commission) plans to upgrade their network communications hardware to support an increasing reliance on technology based communications.

The acquisition of the Cisco switch, via an existing County Agreement, will be \$134,444.14. There is no impact on the County's General Fund. The funds will originate from the Commission's approved Fiscal Year 2006-2007 budget.

**Background:**

This acquisition is considered a routine purchase, as part of life-cycle maintenance, and is required to ensure a stable communications network.

**Project Justification/Benefits:**

The Commission will ensure their communications network is capable of meeting day-to-day business needs.

**Project Metrics**

None are required for this acquisition.

**Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved**

The impact of not approving the Purchase Agreement is that the Commission's program staff will experience operational inefficiencies.

**Alternatives Considered:**

A competitive process (RFQ) was used to identify the lowest cost vendor (Sarcom). Sarcom is an "Agreement Vendor", as certified by the County's Purchasing Agent. Alternate hardware manufacturers were not considered, as the Commission seeks compatibility with existing network hardware.

**Project Risks:**

None

**Risk Mitigation Measures:**

None.

**Financial Analysis:**

The total cost for the Cisco equipment, including a one year maintenance warranty, is \$134,444.14. The funds will originate from the Commission's approved Fiscal Year 2006-2007 budget.

**CIO Concerns:**

None.

**CIO Recommendations:**

My office recommends the approval by the Board of the proposed acquisition.

**CIO APPROVAL**

Date Received: 11/17/06

Prepared by: Janette Paul

Date: 11/17/06

Approved: Greg Melnyk

Date: 11/17/2006